[Date]
Re: [Grant Number]
I, [Grantee Name], received the amount of U.S. dollars (\$) from the D.C. Commission on the Arts and Humanities under the auspices of a grant for the 2011 fiscal year.
I paid myself this amount in order to support my ongoing artist activities during the October 1, 2012 through September 30, 2013 grant period.
Signed:
[Signature] [Typed Name]
[Notary seal, signature, date]